



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

July 24, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

CHIEF ADMINISTRATIVE OFFICE REQUEST TO FILL A MANAGEMENT POSITION

Consistent with the August 4, 1998 Board-approved policy on management appointments, I am requesting authority to appoint James Adams to the vacant and budgeted position of Division Chief, CAO at an annual salary of \$121,213.

Mr. Adams would assume responsibility for the Employee Relations Division which provides for the overall management of employer-employee relations in the County to ensure uniform administration countywide. The primary activities of this position include developing recommendations to the Board for the administration of rules and procedures to be followed in the County's employer-employee relationships; conducting and engaging in all negotiations and consultations with certified employee organizations under the direction and within the scope of authority granted by the Board; and providing advice and labor relations consultations to departments in administering Memoranda of Understandings, development of broad bargaining strategies, and coordination of employee relation functions with the Employee Relations Commission on arbitrations, unfair employee relations practices, impasses, mediation, fact-finding, and other matters under the Commission's jurisdiction.

Mr. Adams is an outstanding candidate with over 29 years in the labor relations field. He has extensive knowledge of the collective bargaining process and how it functions in the public sector. He is an experienced professional and has demonstrated management and negotiation skills in his employment with the Employee Relations Board in Oregon, Montana Public Employees Association, and the Montana Board of Personnel Appeals.

Each Supervisor
July 24, 2003
Page 2

The Division Chief, CAO position is a Management Appraisal and Performance Plan classification compensated at Range 15 (\$103,808 - \$155,712). The requested salary of \$121,213 is below the control point in the second quartile of the salary range and represents 5 ½% more than the salary of his highest paid subordinate. This salary is fully justified by his extensive experience and the level of responsibilities that he will be assuming. Attached is a copy of the Department's organizational chart for your reference.

We are requesting that you waive the two-week review period as we would like to bring Mr. Adams on board effective August 4, 2003 since we are in the middle of Countywide negotiations of 50 Memoranda of Understanding and two fringe benefit agreements and it is essential that he become involved with these activities at this point in the process.

Please let me know if you have any questions or need additional information.

DEJ:SRH
SP:cbg

Attachment

Mgtappt.ja

CHIEF ADMINISTRATIVE OFFICE

